

CA1655

-70C17



3 1761 11767219 6


Government  
Publications

**Catalogue of  
Training Courses in  
Occupational Safety and  
Health Available in  
Canada and the United  
States of America**

**Catalogue des cours de  
formation en sécurité et  
hygiène du travail offerts au  
Canada et aux États-Unis**



CANADA DEPARTMENT OF LABOUR  
MINISTÈRE DU TRAVAIL DU CANADA



Digitized by the Internet Archive  
in 2023 with funding from  
University of Toronto

<https://archive.org/details/31761117672196>

[General publications]

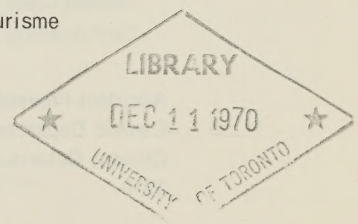
[G-5]

CA1255-70 C17

INDEX

Part - Section

Title		Titre
Supervisor's Safety Training	- 1 -	Entraînement à la Sécurité pour le Surveillant
Safety Officer Training	- 2 -	Entraînement de l'Officier de Sécurité
Management Safety Training	- 3 -	Entraînement à la Sécurité pour la Direction
Specialist Safety Courses	- 4 -	Cours pour le Spécialiste en Sécurité
Specialist Training Courses	- 5 -	Entraînement pour le Spécialiste
Transportation - Fleet Safety	- 6 -	Sécurité dans l'opération du Transport Routier
Courses Available Through RoSPA	- 7 -	Cours Disponibles par l'entremise de la RoSPA
Correspondence Courses	- 8 -	Cours par Correspondance
First Aid Courses	- 9 -	Cours de Secourisme



©  
Information Canada  
Ottawa, 1970

©  
Information Canada  
Ottawa, 1970

Cat. No.: L36-1770

Nº de cat.: L36-1770



## FOREWORD

Recently the interest in and the need for education and training in the fields of occupational safety and health has increased considerably, as a result many enquiries are received seeking sources for such training.

To satisfy its many enquiries the Canada Department of Labour presents this catalogue of known training courses readily available to Canadian industry,

It is hoped that the information given on each course listed will be sufficient to give the reader a reasonable impression of the course content.

While every effort has been made to verify the information contained in this catalogue, it would be advisable for users and prospective course candidates to check factual details for possible changes before making firm plans.

Due to the changing needs of various types of training, a catalogue of this nature cannot be complete for all time, neither can all sponsors be indicated. The reader is therefore provided with at least one local source of information in each area.

In order to improve future issues of this catalogue the Canada Department of Labour welcomes any comments, corrections or suggestions.

Accident Prevention and Compensation Branch,  
Canada Department of Labour,  
Ottawa, Ontario.  
1970

## PREFACE

L'intérêt et le besoin de l'éducation et de l'entraînement dans le domaine de la prévention des accidents et des maladies professionnelles a augmenté considérablement durant ces derniers temps. Il en résulte que nous recevons régulièrement plusieurs demandes d'information concernant les sources et les facilités possibles d'entraînement.

C'est afin de satisfaire à cette demande croissante que le Ministère du Travail présente ce catalogue de cours actuellement connus et accessibles à l'industrie canadienne.

Nous croyons que l'information donnée avec chacun des cours décrits dans cette liste sera suffisante pour donner au lecteur une idée assez précise du contenu des cours.

Même si tous les efforts sont faits pour s'assurer de l'exactitude des informations contenues dans ce catalogue, nous suggérons aux candidats possibles de vérifier l'exactitude des détails donnés auprès des organismes concernés, et ce, avant de planifier avec précision.

Le changement constant et l'évolution des méthodes d'entraînement fait qu'un catalogue de ce genre ne peut ni être complet, ni contenir le nom de tous les promoteurs ou commenditaires. Le lecteur sera donc muni d'au moins une source d'information locale pour chaque région donnée.

Le ministère du Travail du Canada encourage tout commentaires, corrections ou suggestions qui pourront améliorer la présentation des éditions ultérieures de ce catalogue.

Direction de la Prévention des Accidents et de l'Indemnisation  
Ministère du Travail du Canada  
Ottawa  
1970

**PART 1 SUPERVISOR'S SAFETY TRAINING**  
**SECTION ENTRAÎNEMENT À LA SÉCURITÉ POUR LE SURVEILLANT**

<b>Title and Course Content</b>	<b>Audience</b>	<b>Sponsor and Inquiries</b>
<b>Titre et sujet du cours</b>	<b>Participants</b>	<b>Organisme responsable où adresser les demandes de renseignements</b>
<b>Industrial Accident Prevention (Basic)</b> (Safety and the Foreman — Elements of an Accident — Instructing for Safety — Health & Hygiene — Housekeeping and Storage — Guarding and Hand tools — Personal Protective Equipment — Fire Prevention and Control)	Supervisors and those in training for supervision	Adult Education Department, Vancouver School Board, 1595 West 10th Avenue, Vancouver 9, BRITISH COLUMBIA.  British Columbia Safety Council.
<b>Industrial Accident Prevention (Advanced)</b>	As above	As above
<b>Supervisor's Training Course in Accident Prevention</b> (Why Accident Prevention — Workmen's Compensation Board — Communications — Staff and line relationship — Organization and Responsibilities — Principles and Theory of Accident Prevention — Records and Controls — Starting Accident Prevention Activity)	Supervisors	British Columbia Safety Council, 1186 Nicola Street, Vancouver 5, BRITISH COLUMBIA.  University of British Columbia.
<b>The Supervisor's Industrial Safety Training Course</b> (Covers supervisor's responsibility for the Prevention of Work Injuries — Production Losses, Costs Direct and Indirect due to accidents and work injuries — Basic accident control and preventive measures — Investigation and Reports — Problem solving — Job instruction Training — Job Analysis)	Supervisors and those in training for supervision (Maximum 20)	The Workmen's Compensation Board, Accident Prevention Department, 10048 — 101A Avenue, Edmonton, ALBERTA.
<b>Supervisor's Safety Training Course</b> (Policy and Responsibilities — The Accident — Nature, Causes and Results — Basic approach to Accident Prevention — First Aid — Human Relations)	Supervisors (Minimum 20)	Safety Department, Workmen's Compensation Board, 1840 Lorne Street, Regina, SASKATCHEWAN.



<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
12 weeks, 1 night a week 2 hours, 12 sessions	As required	\$21.50	Includes Materials and Text books
10 sessions of 2 hours	As required	\$19.50	Includes Materials and Text books
5 days	Annual June	\$130.00	Residential, fee includes single room and meals – Text books and supplies
5 days of 2 hours Total – 10 hours	As required	Free	Open to all firms having an account with Workmen's Compensation Board Alberta
20 hours instruction 3 consecutive days	Oct. to May As required	As above	Free to those covered by Saskatchewan Workmen's Compensation Act, Courses operated if 20 trainees avail- able. (Special situations receive special consideration.)

**Part 1 – (Continued)**  
**Section 1 – (suite)**

Title and Course Content	Audience	Sponsor and Inquiries Organisme responsable où adresse les demandes de renseignements
Titre et sujet du cours	Participants	
<b>Supervisor's Refresher Course</b> (Reviews knowledge and techniques of Supervisor's Safety Trainign Course – Teaching skills – Human Relations)	Graduates of Supervisor's Safety Training Course	See page 4
<b>Principles of Safety (Neil H. George Course)</b> (Knowledge of the Principles of Accident Prevention – Safety Consciousness and its development – The "Safety System" (a plan of procedure) – Classification of Accidents, Causes, Costs – Prevention of Accidents by controlling sources, methods, conditions, attitudes.)	All levels of Supervision	Secretary General, Quebec Metal Mines, Accident Prevention Association, Suite 302, 500 Grande Allée East, Quebec 4, QUEBEC.
<b>Principes de sécurité (Cours de M. Neil H. George)</b> (Connaissance des principes de la prévention des accidents – le souci de la sécurité et son éveil – le "système de sécurité" (un plan d'action) – classification des accidents, de leurs causes, de leurs coûts – prévention des accidents par le contrôle des causes, des méthodes, des conditions, des attitudes.)	Surveillants à tous les niveaux	Secrétariat Général Mines de métaux du Québec Association de prévention des accidents Pièce 302, 500 est, Grande Allée Québec 4 (Québec)
<b>Safety Course (Metal Mines)</b> (Basics of Mine Accident Prevention)	First line supervisors and Superintendents	As above
<b>Cours de sécurité (Mines de métaux)</b> (principes fondamentaux de la prévention des accidents dans les mines)	Premiers surveillants et surintendants	Voir ci-dessus
<b>Leadership Training Course</b> (Safety System and Principles of Safety – Accident Frequency and Severity Rates – Basis of Accident Prevention – Permitted Occasion and Supervision)	Supervisors	New Brunswick Industrial Safety Council, 33 Rockwood Avenue, Fredericton, NEW BRUNSWICK



<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<b><u>Durée du cours</u></b>	<b><u>Fréquence du cours</u></b>	<b><u>Coût</u></b>	<b><u>Observations</u></b>
1 day	As required	See page 5	Must be graduates from previous Supervisor's Safety Training Course
3 hours per day for 5 days Total – 15 hours	As required	Free	Available in French & English
3 heures par jour pendant 5 jours, pour un total de 15 heures	Sur demande	Gratuit	Le cours se donne en français et en anglais
1 week 3 hours per day	As required	Free	Available in French & English
une semaine, à raison de 3 heures par jour	Sur demande	Gratuit	Le cours se donne en français et en anglais
5 sessions of 2 hours – Total – 10 hours	As required		(based on Neil George Course)

**PART 1** **SUPERVISOR'S SAFETY TRAINING**  
**SECTION** **ENTRAÎNEMENT À LA SÉCURITÉ POUR LE SURVEILLANT**

Title and Course Content	Audience	Sponsor and Inquiries
Titre et sujet du cours	Participants	Organisme responsable où adresser les demandes de renseignements
<b>Accident Control for Supervision</b> (Basic introduction to Accident Prevention Hazard control on the job)	See page 6	See page 6
<b>Lateiner Method of Accident Control</b> (Accident Causes. The Unsafe Act, the Unsafe Condition and Corrective procedures. Safety Administration including investigation, analysis, inspection and correction.)	Supervisors and foremen	Safety Department, Workmen's Compensation Board, St. John's, NEWFOUNDLAND.
<b>Supervisor's Safety Training Course</b> (The Human element – Maintaining interest in safety – Instructing for safety – Machine guarding – House-keeping – Fire Prevention and Control)	Supervisors	As above

<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
5 sessions of 1 hour – Total – 5 hours	As required		
5 sessions of 1 hour – Total – 5 hours	As required	\$5.00	
2 days 12 hours	As required	\$5.00	Includes – Manual, binder and Text.



Title and Course Content	Audience	Sponsor and Inquiries
Titre et sujet du cours	Participants	Organisme responsable où adresser les demandes de renseignements
<p><b>Safety Co-ordinator's Training Course</b> (The Safety Co-ordinator's duties – Production Losses and Costs – Accident Analysis and Reports – Job hazard analysis – Accident Control and Prevention Measures – On-the-Job Training Techniques – Safety Committees – Industrial Hygiene.)</p>	<p>Safety Co-ordinators Middle Management (Limited to 20)</p>	<p>The Workmen's Compensation Board Accident Prevention Department 10048 – 101A Avenue, Edmonton, ALBERTA.</p>
<p><b>Conference Leadership</b> (How to lead conferences – Suitable aids to conference leadership – Conference preparation – Mechanics and evaluation of a good conference – Conference leadership in practice)</p>	<p>Persons who may have cause to hold discussions with subordinates or may be required to train or retrain new or older employees</p>	<p>Industrial Accident Prevention Association of Ontario 74 Victoria Street Toronto 210, ONTARIO.</p>
<p><b>Safety Co-ordinator's Development Course</b> (Functions and duties of a Safety Co-ordinator – Financing of the Workmen's Compensation Board and Safety Associations – The accident injury sequence – Examination of unsafe acts and unsafe conditions – Effective methods of correction – Identification of the problem – How to develop proper records.)</p>	<p>Safety supervisors or those being considered for appointment as safety directors.</p>	<p>Industrial Accident Prevention Associations of Ontario, 74 Victoria Street, Toronto 210, ONTARIO.</p>
<p><b>Safety Development Course</b> (Why accident prevention – Human Viewpoint – Economics – Regulations – Safety Committees – Machine guarding – Industrial hygiene – Safe driving – Safe construction)</p>	<p>Safety Personnel (Association members and others)</p>	<p>Industrial Accident Prevention Association, 50 Place Crémazie West, Suite 812, Montreal, QUEBEC.</p>

<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
5 days and 1 evening	3 times per year	Free	No charge for tuition or materials to firms having an account with Workmen's Compensation Board of Alberta
5 days 8:30 a.m. to 4 p.m.	As required	Members — \$25.00 non-members- \$35.00	
5 days 8:30 a.m. to 4 p.m.	4 times per year May, June, Oct., Nov.	See page 9	
5 days	Twice per year	Members — \$100.00 non-members \$125.00	French. English will be given as required.

Title and Course Content	Audience	Sponsor and Inquiries
Titre et sujet du cours	Participants	Organisme responsable où adresser les demandes de renseignements
<p><b>Cours de perfectionnement en sécurité</b> (Raisons d'être de la prévention des accidents – aspect humain – aspect économique – règlements – comité de sécurité – protecteurs de machines – hygiène professionnelle – la sécurité au volant – la sécurité dans la construction)</p>	<p>Personnel de sécurité (membres de l'Association et autres)</p>	<p>Association de prévention des accidents industriels 50 ouest, Place Crémazie Pièce 812 Montreal (Québec)</p>
<p><b>Fundamentals of Safety for Public Utilities</b> (To equip safety personnel in electric, gas telephone and water utilities with a basic knowledge of accident prevention as it applies to their specialized field)</p>	<p>Safety men and Supervisors in Public Utilities</p>	<p>National Safety Council 425 North Michigan Avenue, Chicago, ILLINOIS 60611.</p>



<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
5 jours	Deux fois par année	Membres: \$100 autres: \$125	Les cours se donne en français, mais il peut l'être en anglais, sur demande.
5 days	Annual, March	\$175.00	20% Discount for Members

Title and Course Content	Audience	Sponsor and Inquiries
Titre et sujet du cours	Participants	Organisme responsable où adresser les demandes de renseignements
<b>Management Safety Seminar</b> (Accident costs to Industry – Production Losses – Accident Control – Preventive Measures – Job Analysis and Personnel Training – Solving the Group Accident Problem – Safety Performance Appraisal – Claims and Assessment)	Senior Management (Limited to 15)	The Workmen's Compensation Board, Accident Prevention Dep't. 10048 – 101A Avenue, Edmonton, ALBERTA.
<b>Accident Prevention Fundamentals</b> (Information on basics of accident control – Involves the participants in discussion and demonstrations)	Management and supervisors	Industrial Accident Prevention Associations of Ontario, 74 Victoria Street, Toronto 210, ONTARIO.
<b>Audio Visual Communications</b> (Safety communications and how to develop through group and personal contracts. Use of movies, slides, overhead and opaque projectors, easels, posters, etc.)	Industrial plant supervisors, middle and upper management personnel	As above
<b>Industrial Safety</b> (Psychological & Physical well-being of the worker – Cost of accidents – Organizing Plant Safety – Job analysis – Human element and Job Safety – Training at Foreman's Level)	Management	Le Centre D'Organisation Scientifique de L'Entreprise, P.O. Box 1567 – Station B, Montreal 2, QUEBEC.
<b>Sécurité industrielle</b> (Intégrité physique et psychologique des travailleurs – coût des accidents – organisation de la sécurité dans les usines – étude des tâches – comportement humain et sécurité industrielle – formation des employés au niveau du contremaître)	Cadres	Le Centre d'Organisation Scientifique de L'Entreprise, C.P. 1567 Station B Montréal 2 (Québec)

Duration	Periodicity	Cost	Remarks
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
2 days	Twice per year		No charge to firms having an account with the Board
12 hours over 6-week period	As required	\$15.00	Materials and text books supplied
4 sessions 12 hours each	As required	Free to members \$5 — non-members	As above
30 hours 10 evenings of 3 hours each Wednesday Jan. to March	Annual	\$90.00	French, but will be given in English if required
30 heures: 10 cours de 3 heures le mercredi, de janvier à mars	Annuellement	\$90.00	Le cours se donne en français, mais il peut l'être en anglais, sur demande



Title and Course Content	Audience	Sponsor and Inquiries
<u>Titre et sujet du cours</u>	<u>Participants</u>	<u>Organisme responsable où adresser les demandes de renseignements</u>
Safety Management for Managers and Plant Engineers	Management Plant Engineers	The University of Michigan, 506E Liberty Street, Ann Arbor, MICHIGAN 48108.

Duration	Periodicity	Cost	Remarks
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
2 days	Annual	\$100.00	Includes tuition, materials, luncheon – 1 yr. subscriptions to “Management of Personnel” and “Personnel Management – Abstracts”. (Accommodation not arranged.)

**PART 4 SPECIALIST SAFETY COURSES**  
**SECTION 4 COURS POUR LE SPÉCIALISTE EN SÉCURITÉ**

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>Construction Safety Courses</b>		
(1) Basic Course (Accident Control Program – Safety Legislation of Ontario)	Anyone	The Construction Safety Association of Ontario 74 Victoria Street, Toronto 210, ONTARIO.
(2) <b>“C” Course</b> (As (1) plus Fire & Electrical Hazards)	Construction Workers	As above
(3) <b>“B” Course</b> (More advanced than (2) plus First Aid)	Construction Workers who have attended (2)	As above
(4) <b>“A” Course</b> (Accident, Costs, Causes – Investigation and prevention)	Construction Workers who have attended (3)	As above
<b>Entry into Confined Spaces</b> (Evaluation of the hazards that may be present when working in confined spaces. How to remove hazards – The use of protective equipment – Special Procedures – The protection of workers against residual or potential hazards.)	Safety Officers and Supervisors in areas where entry into confined spaces is involved	Industrial Accident Prevention Associations of Ontario, 74 Victoria Street, Toronto 210, ONTARIO.
<b>Safety Training</b> (Basic safety fundamentals – Accident Frequency and Severity Rates – Safety Committees and their responsibilities)	Safety Personnel (Limited see remarks column)	Sponsor: HMCS Dockyard, Halifax, N.S., Enquire: Regional Safety Officer, Sir John Thompson Building, 1256 Barrington Street, Halifax, NOVA SCOTIA.



<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
1 evening	Courses every week of the year	Free to persons subject to Workmen's Compensation Board Assistance – Others: \$5.00 per course	Courses available in English, Italian, German, Dutch.
one day or 2 evenings	As above	As above	As above
as for (2)	As above	As above	As above
5 evenings	As above	As above	As above
3 days	8:30 a.m. to 4 p.m.	Members \$25.00 Non-Members \$35.00	
5 days	As required		Vacancies will be allotted by HMCS dockyard to Regional Safety Officer, Halifax, N.S.

**Part 4 – (continued)**  
**Section 4 – (suite)**

<u><b>Title and Course Content</b></u>	<u><b>Audience</b></u>	<u><b>Sponsor and Inquiries</b></u>
<b>System Safety</b> (A basic understanding of System Safety as it applies to loss control and system effectiveness including concepts of procedures and organizational structures)	Safety Personnel (Limited to 24)	National Safety Council 425 North Michigan Avenue, Chicago, ILLINOIS 60611.
<b>Fundamentals of Industrial Safety</b> (To provide students with basic knowledge and skills to effectively organize and operate a safety program)	Full or Part Time Safety men	As above
<b>Safety Training Methods</b> (To equip participants with the skills required for training supervisors and employees individually and in groups)	Open to graduates of <b>Fundamentals of            Industrial Safety            Course*</b>	As above
<b>Management Techniques</b> (To develop in safetymen skills for working with Groups – The Management Function of Safety)	Open to graduates of <b>Fundamentals of Safety            and Safety Training            Methods*</b> courses	National Safety Council, 425 North Michigan Ave., Chicago, ILLINOIS 60611.

<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
5 days	Annual	\$300.00	Discount of 20% for members. Fee covers all materials and texts, does not cover accommodation.
5 days	Monthly Jan. to June and November	\$175.00	As above
5 days	Bi-annual Jan. & June	\$175.00	*This requirement may be waived when applicant is qualified through safety experience or other training. Recommended before enrollment in <b>"Management Techniques Course"</b> .
5 days	Twice per year March & Dec.	\$175.00	*This requirement may be waived at the discretion of the Director, Safety Training Institute

PART 5 SPECIALIST TRAINING COURSES  
SECTION 5 ENTRAÎNEMENT POUR LE SPÉCIALISTE

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>Basic Principles of Punch Press Safety</b> (Techniques required to run a safe and productive punch press operation — Press maintenance — guarding methods and maintenance — Practical demonstrations)	Punch Press Operators Safety Co-ordinators Supervisors Management	Industrial Accident Prevention Associations of Ontario, 74 Victoria Street, Toronto 210, ONTARIO.
<b>Industrial Noise</b> (To train Engineers, Medical and Safety personnel in the measurement, evaluation and control of noise)	Engineers Medical and Safety Personnel	National Safety Council 425 North Michigan Ave., Chicago, ILLINOIS 60611.
<b>Fundamentals of Industrial Hygiene</b> (To train Engineers, Medical and Safety personnel in methods and instrumentation to identify, evaluate and control occupational health hazards)	See above	See above
<b>Certificate Programs in Industrial and Motor Fleet Accident Prevention</b> (Training in loss prevention — Accident prevention — Leadership in Safety Management — Certificates for Industrial or Traffic Safety depending on course subjects)	Those engaged in Safety Work	Centre for Safety Education, New York University Washington Square, New York, NEW YORK 10003.
<b>Masters Degree Program in Industrial Safety</b> (Principles of accident prevention — Psychology in Safety education and accident prevention — Industrial application of safety education — Industrial safety program organization and supervision — Sociology of industrial relations — Industrial safety engineering.)	Open to Bachelor's degree graduates of accredited Colleges or Universities "B" grade or better	As above



<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
2 consecutive working days	As required	Members \$10.00 Non-Members \$15.00	
5 days	Annual February	\$175.00	20% Discount for members
5 days	Twice per year April – Nov.	\$175.00	See above
Sept. to May	2 semesters (Sept. – Jan. Feb. – May)	11 courses at \$75.00 per course – Total \$825.00 – Registration Fee – \$10.00	Courses can be taken separately but certificate requirement is full 11 courses
2 terms of 36 semester hours + 1 summer session	Annual	\$2,088.00 + Students Service Fee	

**PART 6 TRANSPORTATION – FLEET SAFETY**  
**SECTION 6 SÉCURITÉ DANS L'OPÉRATION DU TRANSPORT ROUTIER**

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>Motor Fleet Safety Supervisor's Course</b> (Duties of Fleet Supervisor – Driver training and control – Maintenance and operation – Accident Frequency and Severity Rates)	Fleet Safety Supervisors	Vancouver Traffic and Safety Council 207 West Hastings Street, Vancouver, BRITISH COLUMBIA.
<b>Defensive Driving Instructors Development Course</b> (Duties of Audio Visual equipment – Highway Traffic Act and Regulations – Techniques of Defensive Driving)	25 Candidates – Potential Instructors	Canada Safety Council, 30 The Driveway, Ottawa 4, ONTARIO.
<b>Defensive Driving Course</b> (The essentials all drivers must know in order to stay out of accidents – their own or others – based on what they should know about the mechanics of driving)	20 to 25 Candidates open	See above  These courses are also sponsored by the following:
<b>Cours de Conduite Préventive</b> (Ce que tous conducteurs devraient savoir afin de demeurer hors-accident – les siennes et celles des autres – basé sur ce qu'ils devrait savoir sur la mécanique de la conduite)		The B.C. Safety Council The Vancouver Traffic & Safety Council The Alberta Safety Council The Saskatchewan Safety Council Highway Safety Division Dep't of Transport Man. The Greater Winnipeg Safety Council The Ontario Safety League The Dep't of Transportation and Communications, Que. The New Brunswick Safety Council Inc. The Registry of Motor Vehicles Nova Scotia The Registrar of Motor Vehicles Prince Edward Island The Workmen's Compensation Board Newfoundland

<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
12-3 hr. sessions	Fall Spring	\$61.00	
2 days	As required	\$5.00	
as above	as above	as above	

Part 6 – (continued)  
Section 6 – (suite)

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>Commercial Vehicle Driver-Trainer Course</b> (The Role of the Driver-Trainer – The Driver-Trainer as a Teacher – The Driver-Trainer – Maintenance and Operations – Teaching how to Drive)	Driver-Trainers	Ontario Safety League, 208 King Street, West, Toronto 210, ONTARIO.
<b>Motor Fleet Supervisors</b> (Methods of driver selection – Driver training and control – Improved operating efficiency – Raising professional competence)	Driver supervisors	as above
<b>Fleet Maintenance Course</b> (General principles of Vehicle selection and maintenance)	Maintenance personnel	as above
<b>Fleet Management Course</b> (See Motor Fleet Supervisors above)	Small Fleet owners or supervisor	as above
<b>Municipal Fleet Administrators Course</b> (Vehicle selection – Drivers & Mechanics – Human behavior and accidents – Duties of a Fleet Administrator – Specialized equipment – packers, plows, blowers, graders, flushers, etc. – Tire program)	Fleet Administrators	as above



<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
5 days	Annual	\$60.00	Includes all material
1 week	Annual	\$70.00	as above
1 week	Annual	\$70.00	as above
6 evening sessions	Annual	\$35.00	as above
1 week	Annual	\$70.00	

**PART 7 SAFETY COURSES AVAILABLE THROUGH RoSPA**  
**SECTION COURS DISPONIBLE PAR L'ENTREMISE DE LA RoSPA**

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>(1) Industrial Safety Training Courses</b>	Line Management Management Trainees Welfare Officers Safety Officers	Royal Society for the Prevention of Accidents, Terminal House, 52 Grosvenor Gardens, London S.W. 1. ENGLAND.
<b>(2) Building and Civil Engineering Courses</b>	As (1) and also agents, contract managers, general foreman, high calibre foremen and charge hands	As above
<b>(3) Middle Management Safety Training Courses</b>	Line Management in as high a level as possible	As above

**Note: – There are also many other courses in the general building trades and industry, generally of 1 or 2 days duration.**

<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
2 weeks 5 days per week	4 Courses Annually	Approx. \$176.00 for members Approx. \$190.00 for non-members	
1 week	Annually	Approx. \$95.00 for members Approx. \$109.00 for non-members	
	6 courses per year		

**PART 00 CORRESPONDENCE COURSES**  
**SECTION 00 COURS PAR CORRESPONDANCE**

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>Basic Accident Prevention</b> (First Aid – Accident Analysis, Planning a Prevention Program – Safe Design & Plant Layout – Materials Handling – Machine Guarding – Special Hazards – Fire Prevention)	Anyone	The Industrial First Aid Attendants Association of British Columbia,  British Columbia Safety Council, 1186 Nicola Street, Vancouver 5, BRITISH COLUMBIA.
<b>Training Supervisors in Safety</b> (Accident Prevention and the Compensation Board – Communications – Staff and line relationship – Organiza- tion and responsibilities – Principles and theory of accident prevention – Records and controls)	Safety Officers, Foremen and Junior Management	British Columbia Safety Council, 1186 Nicola Street, Vancouver 5, BRITISH COLUMBIA.  University of British Columbia  Workmen's Compensation Board of British Columbia.
<b>Safety Engineering Technology</b> (Mathematics – Sketching – Elementary Mechanical Drawing – Safety Principles – Practices – Handling Materials and Arrangement of Production Equipment)	Persons interested in safety	International Correspondence Schools Local office or representative.
<b>(1) Industrial Safety Supervision</b> (Responsibilities of industrial safety supervision – Basic understanding of accident prevention – Accident causes – Inspection – Safeguarding machinery – Safety training and education)	Supervisors – foremen and trainees	The University of Wisconsin, University Extension Division, Correspondence Building, Madison 6, WISCONSIN.
<b>(2) Industrial Safety Engineering</b> (Technical and professional instruction in safety engineering – Psychological mechanical and organizational aspects of accident prevention)	Supervisors and Safety Officers	As above



<u>Duration</u>	<u>Periodicity</u>	<u>Cost</u>	<u>Remarks</u>
6 months allowed to complete course	Continuous	member – \$50.00 non-members – \$65.00	
12 lessons	Continuous	\$50.00	Includes Text books and Stamps
Approx. 2½ years	Continuous	\$364.00	
1 year allowed	Continuous	\$44.35	
	Continuous	\$44.35	

**Part 8 – (continued)**  
**Section 8 – (suite)**

<u>Title and Course Content</u>	<u>Audience</u>	<u>Sponsor and Inquiries</u>
<b>(3) Industrial Safety Management</b> Management aspects of safety—Techniques of cash analysis and statistical data in the safety program)	Management	See page 30
<b>Heinrich – Lateiner Management</b>	Safety persons	Heinrich – Lateiner Management, Training Centre, Safety Correspondence School Division, Box 55, Mamaroneck, NEW YORK.

Duration

Periodicity

Cost

Remarks

Continuous

\$44.35

Title and Course Content	Audience	Sponsor and Inquiries
Titre et sujet du cours	Participants	Organisme responsable où adresser les demandes de renseignements
<b>St. John Ambulance First Aid Course</b> (Each of these courses gives directions and demonstrations of various levels of current first aid procedures and applications for work injuries. Can be directed towards particular types of injury situations.)	All levels	St. John Ambulance, 6111 Cambie Street Vancouver 15, BRITISH COLUMBIA.
<b>Cours de secourisme de l'Association ambulancière Saint-Jean</b> (Enseignement théorique et pratique des divers types de méthodes courantes de secourisme et leur application aux accidents du travail. Le cours peut être consacré à des genres particuliers d'accidents.)	Open	The Accident Prevention Department, The Workmen's Compensation Board of Alberta.
	All levels	St. John Ambulance, 10055 – 110th Street, Edmonton, ALBERTA.
	All levels	Safety Department, Workmen's Compensation Board, 1840 Lorne Street, Regina, SASKATCHEWAN.
	All levels	St. John Ambulance 2166 Broad Street, Regina, SASKATCHEWAN.
	All levels	Manitoba Council, St. John Ambulance, St. John House, 535 Doreen Street, Winnipeg 10, MANITOBA.
	All levels	St. John Ambulance, 46 Wellesley Street, East, Toronto 284, ONTARIO.

Duration	Periodicity	Cost	Remarks
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
16 hours – 8 – two hour periods or 2 day course, or 4 – four hour periods	As required	\$8.00	
	As required	Free	
	As required	\$8.00	
	As required	Free	Free to those covered by Saskatchewan Workmen's Compensation Act. 20 Trainees required for course.
	As required	\$8.00	
	As required	\$8.00	
	As required	\$8.00	



Title and Course Content	Audience	Sponsor and Inquiries Organisme responsable où adresser les demandes de renseignements
Titre et sujet du cours	Participants	
	All levels	St. John Ambulance, 30 The Driveway, Ottawa 4, ONTARIO.
	All levels	St. John Ambulance, 405 de Maisonneuve Blvd. East, Montreal 132, QUEBEC.
	Tous les niveaux	Association aumblancière Saint-Jean 405 est, boulevard de Maisonneuve Montréal 132 QUEBEC.
	All levels	St- John Ambulance, 55 Rothesay Avenue, Saint John, NEW BRUNSWICK.
	All levels	St. John Ambulance, 1672 Barrington Street, Halifax, NOVA SCOTIA.
	Open	Safety Department, Workmen's Compensation Board, St. John's, NEWFOUNDLAND.
	All levels	St. John Ambulance, King George V. Institute, Water Street, St. John's, NEWFOUNDLAND.

<b>Duration</b>	<b>Periodicity</b>	<b>Cost</b>	<b>Remarks</b>
<u>Durée du cours</u>	<u>Fréquence du cours</u>	<u>Coût</u>	<u>Observations</u>
	As required	\$8.00	
	As required	\$8.00	
16 heures – 8 cours de 2 heures, ou 2 jours de cours, ou 4 cours de 4 heures	Sur demande	\$8.00	
16 hours – 8 – two hour periods or 2 day course, or 4 – four hour periods	As required	\$8.00	
	As required	\$8.00	
	-		
	As required	\$1.50	
	As required	\$8.00	











